

DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS

SECTION

RECORDS DISPOSITION SCHEDULE

DIVISION

ARCHIVES NO. 91**-3**08

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ADMINISTRATION DIVISION CAPITOL COMPLEX FACILITIES		EX	PERMANENT NON-PERMANENT		
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS		
1/	BUDGET WORK PAPERS	2 years + current	NOTE: NO RECORD SHALL BE DESTROY		
2.	CAPITAL CONSTRUCTION AND CONTROLLED MAINTENANCE PROJECT FILES (DUPLICATE COPY)	6 years + current	UNDER THIS SCHEDULE AUTHOR SO LONG AS IT PERTAINS TO PENDING LEGAL CASE, CLAIM, ACTION OR AUDIT.		
3.	MANUALS	Until no longer needed			
	A. Equipment	necucu			
	B. Engineering		\$		
	C. Other		AA-A-A-A-A-A-A-A-A-A-A-A-A-A-A-A-A-A-A		
4.	CUSTODIAL CONTRACT FILES (DUPLICATE COPY)	1 year + current			
5.	WORK ORDERS	1 year + current			
6.	PURCHASE ORDERS/ REQUISITIONS (DUPLICATE C	1 year + current			
7.	EMPLOYEE TIME SHEETS	5 years + current	,		
8.	INSURANCE PHAMPLETS	Until no longer needed			
9.	CUSTODIAL INSPECTION REPORTS	1 year + current			
10.	READING FILES	4 years + current			
1 2	INCIDENT REPORTS	3 years + current			
12.	PERSONNEL FILES (DUPLICAT COPY)	E Transfer to Depart- ment of Administra- tion Personnel Office upon termina- tion/resignation			

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual.

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STATE ARCHIVIST'S SIGNATURE	D)ATE	RECORDS LIAISON OFFICER'S SIGNATURE	DATE
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ATTORNEY GENERAL'S SIGNATURE		DATE	STATE AUDITOR'S SIGNATURE	DATE
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SA-194 (Rev. 1/78)			3	1. White: Archives

DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS

RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.	
91-308	

Pg 2 of 2

DEPARTMENT ADMINIST	RATION	CAPITOL COMPLE	X SECTION			PERMANENT NON-PERMA			
ITEM NO.	DE	FACILITIES SCRIPTION	RET	ENTION PERIOD	s	PECIAL INSTRUC		KA.	
13.	ACCOUNTING REPORTS (DUPLICATE COPY) CORRESPONDENCE FILE		2 year				ALL BE DESTROYED		
14.			1 year	1 year + current SO LONG PENDING			THIS SCHEDULE AUTHORITY G AS IT PERTAINS TO ANY G LEGAL CASE, CLAIM, OR AUDIT.		
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evaluation of authorized	of all of the factor to act for the hea	ve records disposition s listed in the State Re d of this agency in ma) of the Records Mana	ecords Manag atters pertainii	ement Policies and I	Procedures M cords. I also c	anual. I hereby c	ertify that	lam	
STATE ARCHIVIST	S SIGNATURE	DA	TE.	RECORDS LIAISON OFFICE	ER'S SIGNATURE		DATE		
ATTORNEY GENER	ALI'S SIGNATIBE	DA	TF.	STATE AUDITOR'S SIGNATI	/ /	Control of the Contro	DATE	44	
MINDS	ARE S SIGNATURE						< \$19		